



Montgomery County Department of Permitting Services  
 255 Rockville Pike, 2<sup>nd</sup> Floor, Rockville, MD 20850  
 240-777-6300 Fax: 240-777-6262  
<http://permittingservices.montgomerycountymd.gov>



## HOME IMPROVEMENT SUBMITTAL GUIDE/FEES

TYPES	SITE PLAN* (2 COPIES)	CONSTRUCTION DRAWINGS** (2 COPIES)	BROCHURE *** (2 COPIES)	ENERGY WORKSHEET & INFORMATION (2 COPIES)	ELEVATIONS	MINIMUM FEE <sup>1</sup>
Addition	X	X		X	X <sup>6</sup>	\$165.00
Interior Alteration		X				\$165.00
Basement Renovation		X				\$165.00
Bay Window	X	X			X <sup>6</sup>	\$165.00
Attached Carport	X	X				\$165.00
Deck	X	X				\$165.00
Deck - less than 500 square ft.	X	X				\$96.80
Fence	X					\$39.60
Fireplace (Masonry)	X	X	X			\$165.00
Garage	X	X			X <sup>6</sup>	\$165.00
Gazebo	X	X				\$165.00
Hot Tub	X		X <sup>2</sup>			\$66.00
Patio/Slab (w/footings)	X	X <sup>3</sup>				\$165.00
Porch	X	X			X <sup>6</sup>	\$165.00
Breezeway	X	X			X <sup>6</sup>	\$165.00
Retaining Wall	X	X <sup>3</sup>				\$165.00
Roof (structural)		X <sup>4 &amp; 5</sup>			X <sup>6</sup>	\$165.00
Swimming Pool (including fence, if applicable)	X	X				Above ground = \$132.00 In-ground = \$258.50
Shed (1 sq. ft. to 200 sq. ft.)	X					\$66.00
Shed (201 sq. ft. or greater)	X	X				\$165.00 or \$0.1748 per Sq. Ft.

ALL FEES SHOWN INCLUDE A 10% AUTOMATION ENHANCEMENT FEE

- 1 Higher fees may be required depending on the type and square footage of the building or structure.
- 2 Showing manufacturer's installation requirements, U.L. listing and if hot tub, weight of tub filled.
- 3 Cross Sectional Views.
- 4 Replacing existing shingles or adding a second layer does not require a permit.
- 5 Elevations and framing details.
- 6 Architectural drawings with floor plans to include location of: the furnace, water heater, electrical panel, smoke detectors, stairs and provide ceiling heights including the height under beams and pipes, size of windows and size and use of rooms.

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### **MUST SUBMIT:**

- \* Two copies of a site plan, drawn to scale (1"=30'; 1/2"=20'), showing the size and location of all new construction and all existing structures on the site, distances from lot lines and established street grades, drawn in accordance with an accurate boundary line survey.
- \*\* Two copies of construction plans drawn to scale (1/4"=1'; 1/2"=1'), with sufficient clarity and detailed dimensions to show the nature and character of the work to be performed, including floor plans, cross sections and window and door schedules.
- \*\*\* Two copies of manufacturer's installation instructions and requirements.
- \*\*\*\* If property is located within Barnesville, Brookeville, Laytonsville, Poolesville or Washington Grove, a letter of approval or copy of permit must be submitted at time of application.
- \*\*\*\*\* If property is in a Municipality, Special Taxing District or Common Ownership Community, contact them to assure that you are in compliance with their process/requirements.

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### **NOTE:**

THESE TYPES OF PERMITS ARE ACCEPTED FOR PROCESSING BETWEEN THE HOURS OF 7:30A.M. AND 4:00P.M. WEEKDAYS.

The minimum permit fee is \$150.00 plus the 10% automation enhancement fee (\$165.00), except for the following:

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| • Fences - \$39.60                                     | • Swimming Pools (see above)               |
| • Accessory structures less than 200 sq. ft. - \$66.00 | • Decks less than 500square feet - \$96.80 |